48   Survey Admin

48.1   Survey Admin Overview

The Survey Admin screen (Figure 48-1) allows District users to update the list of respondent titles that appear in the **Respondent Title** combo box and the list of special processes that appear in the **Special Processes** combo on Survey screen 1 of 1. The Survey Admin function was created for the DIRAMS Version 5 release.

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.
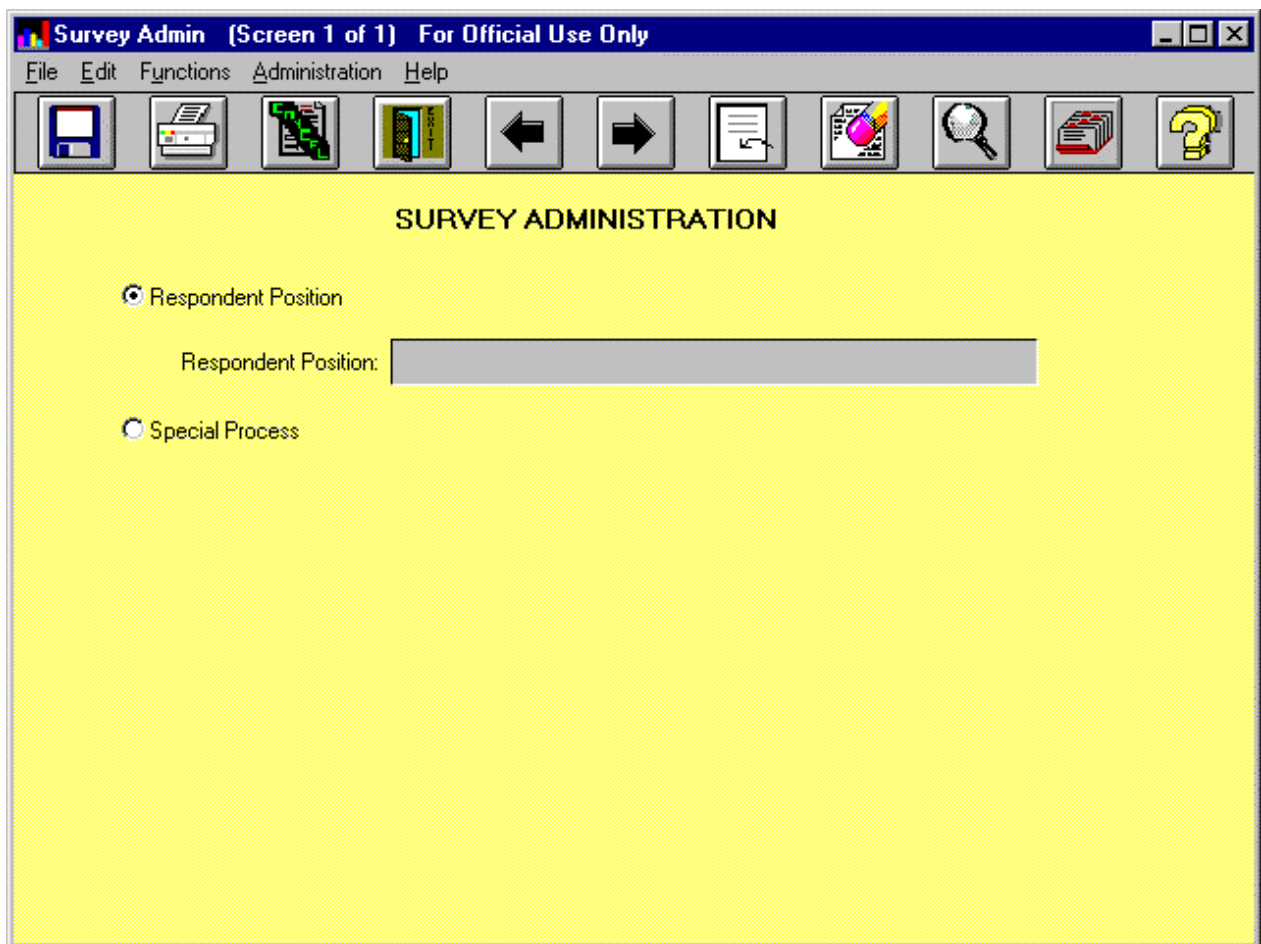

Figure 48-1 Program Integration Administration Screen

48.1.1 To Add or create New Record

Insert Icon

1. Click the **Insert** icon on the tool bar or select **File: New** from the menu bar.

2. Select the circle in front of **Respondent Title** if you want to add a new title. The **Respondent Title** text box appears where you can enter the title (up to 30 alphanumeric characters) you want to add.

   or

   Select the circle in front of **Special Process** if you want to add a new title. The **Code** and **Special Process** text boxes appear.

   A. Enter the **Code** (up to 10 alphanumeric characters)you want associate with the process you want to add, then press **Tab** or **Enter**.

   B. Enter the name of the **Special Process** (up to 30 alphanumeric characters) you want to add.

3. Save your work.

48.1.2 To Add Multiple New Records

Cancel Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

   or

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

48.1.3   To View or Edit Existing Record

Search Icon

1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 48-2) appears.

Figure 48-2 Survey Admin Search Pop-Up Window

2. Enter the search criteria.

   - To search for a **Respondent Position**:

     A. Click the circle in front of **Respondent Position**.

     B. Enter the **Title** (up to 30 alphanumeric characters).

   - To search for a **Special Process**:

     A. Click the circle in front of **Special Process**. The label in front of the text box changes from **Title** to **Code**.

     B. Enter the **Code** associated with the **Special Process** (up to 10 alphanumeric characters).

3. Click the **OK** button. If a record exists for the code you entered, the Search window closes and the record associated with the code appears on the Survey Admin screen.

   or

   Click the **Cancel** button to terminate the search procedure.

Note: If no record is found matching the information you entered, a pop-up window appears (Figure 48-3). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.
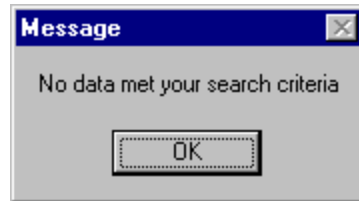

Figure 48-3 No Data Found Pop-Up Message

48.2　Survey Admin (Respondent Position)

When the Survey Admin screen opens, District users can either insert a new Respondent Position record or a Special Process record (Section 48.1.1) or search for an existing Respondent Position record or Special Process record to open (Section 48.1.3). The delete procedure is explained in Chapter 6.

Note: Figure 48-4 shows the Survey Admin screen when **Respondent Position** is selected. Figure 48-5 shows the Survey Admin screen when **Special Process** is selected.

Figure 48-4 Survey Admin Screen Fields (Respondent Position)
Note: Numbers in data boxes indicate corresponding section numbers.

48.2.1   Survey Admin Screen Fields (Respondent Position)

48.2.1.1   *Type of Record*

Select the circle in front of **Respondent Position** if you want to enter a new title. Select the circle in front of **Special Process** if you want to enter a new process. Your selection here determines what additional fields appear on the screen. This is a required field.

Note: Respondent Position is the default position when you open the Survey Admin function.

48.2.1.2   *Respondent Position*

Enter the name of the position (up to 25 alphanumeric characters) you want to add. This is a required field if you selected **Respondent Position** as the type of record to add.

48.3   Survey Admin (Special Process)

Note: Figure 48-5 shows the Survey Admin screen when **Special Process** is selected. Figure 48-4 shows the Survey Admin screen when **Respondent Title** is selected.

Figure 48-5 Survey Admin Screen Fields (Special Process)

48.3.1   Survey Admin Screen Fields (Special Process)

48.3.1.1   Type of Record

Select the circle in front of **Respondent Position** if you want to enter a new title. Select the circle in front of **Special Process** if you want to enter a new process. Your selection here determines what additional fields appear on the screen. This is a required field.

Note: Respondent Position is the default position when you open the Survey Admin function.

48.3.1.2   Code

Enter the identifier (up to 10 alphanumeric characters) you want to associate with the process you are adding. This is a required field if you selected **Special Process** as the type of record to add.

48.3.1.3   Special Process

Enter the name of the process (up to 30 alphanumeric characters) you want to add. This is a required field if you selected **Special Process** as the type of record to add.